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## **General Information**

### **Mission Statement**

The mission of Manatee High School is to increase student achievement by providing opportunities to think in every classroom, every period, every day.

### **Equity Statement**

The School Board of Manatee County does not tolerate discrimination or harassment based on race, sex, sexual orientation, color, religion, age, national origin, or disability. The District Section 504 Coordinator for the School District of Manatee County is the Supervisor of Student Services. Contact Joanne Townsend for further information on the Americans with Disabilities Act, Age Discrimination Act, and Title IX.

### **School Jurisdiction**

The purpose of this document is to assist students, parents, and school personnel in establishing and maintaining a safe, nurturing and well-disciplined learning environment for all. This document addresses the role and responsibilities of parents, students, attendance, academics, athletics, and discipline.

Students at Manatee High School are subject to the Manatee County Student Code of Conduct and the Manatee High School Handbook during the school day and regular school activities; while being transported on school buses or at public expense to and from school or other education facilities; at such time and places including but not limited to school sponsored events, field trips, athletic functions and other activities where appropriate school personnel have jurisdiction over student.

## School Contact Information

Manatee High School- 902 33<sup>rd</sup> St Ct W, Bradenton, FL 34205

Web address: [www.manateeschools.net/manatee](http://www.manateeschools.net/manatee)

Main..... 941-714-7300

Fax .....941-741-3443

## Where to Go for Help

Absences/Tardies.....	Attendance Office
Academic Advice.....	School Counselor and Teachers
Academic Records.....	Registrar's Office
Activities Calendar.....	Activities Director
Admission.....	Registrar's Office
Advanced Notice of Absence.....	Attendance Office
Assemblies.....	Activities Director, Assistant Principals
Bus Information.....	Call Transportation at 782-1287
Career Information.....	College and Career Advisor, School Counselor
Checking In/Out of School.....	Student Services
Class Absences.....	Teachers
Class Activities.....	Class Sponsor, Assistant Principals
Clubs.....	Club President, Sponsor, Activities Director
College Information.....	College and Career Advisor, School Counselor
Course Content.....	Teacher, Department Chair, Curriculum Coordinator
Discipline Problems.....	Teacher, School Counselor, Dean
Discipline Referrals.....	Teacher, Dean
Excessive Absences/Tardies.....	Attendance Office, School Counselor
Grade Point Average.....	School Counselor
Grades.....	Teacher, Department Chair, Assistant Principals, School Counselor
Occupational Advice.....	College and Career Advisor, School Counselor
Organizations.....	Head of Organization, Sponsor
Rank in Class.....	School Counselor
Report Card Correction.....	Teacher, Registrar
Schedule Problems.....	School Counselor
Sports.....	Coach, Athletic Director, Assistant Principals, Principal
Student/Teacher Conflict.....	Teacher, Department Chair, Assistant Principals, Principal
Student/Student Conflict.....	Teachers, Sch. Counselor, Dean, Asst. Principals, Principal
Test Results/Interpretation.....	School Counselor
Theft.....	Teacher (in-class occurrence), Resource Officer, Dean

# Registrar

## School Records

Student cumulative records, active and inactive, are managed by the Office of the Registrar. Federal law prohibits releasing this information to anyone without the enrolling parent/guardian's express written permission, except in cases of an official request by authorities having jurisdiction. If the enrolling parent/guardian wishes additional persons to have informational privileges, they must submit that permission in writing. Once students have either withdrawn or graduated, their file(s) move from active to inactive. Inactive files are retained onsite for five years after a student's graduation date. After which, those files are retained and managed offsite by Records Management. If you need to make a request of Records Management, please see <https://www.manateeschools.net/Page/4770>.

## Transcripts

In all cases where students have transferred to Manatee High from another school, the office accepts and records only the official school transcripts delivered directly from the office of the schools previously attended. The Registrar's office requests these records upon enrollment. The enrolling parent/guardian is welcome to submit an unofficial transcript/most recent report card for informational purposes only.

When a student withdraws to attend another school, the receiving school will request those records from the Registrar's office. Current year graduates may request one complimentary final transcript by placing their order at <https://manateeschoolsfl.scriborder.com/> and stating "Final Transcript" in the notes. All other transcripts (unofficial and official) are available at a cost (price is subject to change) at the link <https://manateeschoolsfl.scriborder.com/>. Please allow 2 business days to process transcript requests. Processing time does not include days/times the school is closed. Final transcripts processing is not covered by the 2-day processing period. Final transcripts will immediately begin processing once the data has been released by the State of Florida.

## Withdrawal Procedures

If a student needs to withdraw from school, the enrolling parent/guardian should come to school and sign a withdrawal form, and the student must complete an exit interview with their guidance counselor. We request that the enrolling parent/guardian provides us with a name and contact information for the school to which the student is transferring. Please bring all school property to be returned to school. Withdrawals from school cannot be done by telephone. In cases where it is not possible for the enrolling guardian to withdraw in person, please contact the Registrar's office for potential accommodations.

## Change of Address

Any student who moves during the school year must have the enrolling parent/guardian record the change of address by completing the approved Student Information Change Form and submitting proof of residence to the Registrar. A current electric bill, water bill, or lease agreement in the parent/guardian's name will be needed. Contacts and phone numbers may also be updated using this form.

## Student Services/Clinic/Attendance

### Tardy Policy

Tardies to class result in lost instructional time for the tardy student and an interruption of the teaching and learning activities for others. The warning bell signals that students should be moving toward class. When the tardy bell rings, students must be inside their assigned area.

### Tardy Procedure:

- When the tardy bell rings, teachers will close the door and not admit students to class.

- Tardy students must immediately proceed to student services for a Tardy Pass. Students will be allowed one (1) excused emergency tardy each quarter, without disciplinary consequence. Admittance to class will require the appropriate pass from Student Services. After this excused tardy, disciplinary consequences will be assigned.
- Administration will schedule the detention to be served by the student. This is the students' official notification that the detention and failure to serve will automatically result in additional disciplinary consequences. It is the student's responsibility to inform their parent/guardian that a detention has been assigned. No additional notification will be issued regarding detention. **Parent/guardian may reschedule (1) detention per quarter by noon on the day of the scheduled detention.**
- Students return to class with a Tardy Pass.
- Students who do not follow the procedure will be considered skipping and will receive an additional consequence.
- Students who earn their 5<sup>th</sup> unexcused tardy will have their Driving/Parking permits suspended for 45 consecutive school days and will be required to surrender their passes to Student Services.

**Unexcused Tardies (cumulative, not per class)**

First Tardy .....	Detention
Second Tardy .....	Detention
Third Tardy.....	Detention/Parent Contact
Fourth Tardy .....	Extra School
Fifth Tardy.....	Tardy Contract, 1 day ISS, Revoked Driving/Parking Pass

**Attendance Policy**

Attendance is a critical component for success in the classroom. Florida laws require the parent / guardian of a student under 18 years of age to ensure the student attends school. Manatee High School will notify parents by automated phone call when their student is absent one or all periods. Parents may only phone in nine (9) absences for the school year. After the 9th absence, documentation is required for an excused absence, and an automated phone call will go home. Continued absences may result in referral to juvenile court.

**Notifying the School of an Absence**

On the day of your absences, a parent or guardian should call the school to explain the absence. The absence will be excused if it meets the criteria outlined below. The parent or guardian must contact the school within 48 hours of the absence, or appropriate documentation is required within 5 days. If this contact is not made, the absence will not be excused. When a student is going to be absent from school, the parent or guardian should call the Attendance Office at 714-7300 ext. 71906, and then follow the prompts for reporting an absence. This service is available 24 hours a day. When calling, please provide all requested information. If the parent / guardian is aware that your child will be absent for any length of time, have the student come to the Attendance Office and pick up a Parent Request Form from the attendance secretary. The form must be signed by all teachers and returned to the Attendance Office one week prior to the scheduled the absence. Florida State law requires all absences to be recorded as unexcused unless they are documented within five days and fall under any of the following documented reasons:

- An absence for religious instruction or for a religious holiday.
- An absence due to sickness, injury or other insurmountable condition.
- An absence due to participation in an academic class or program.
- A subpoena or a forced absence by any government agency.
- An appointment with a doctor or dentist; or
- A School Board approved activity.

**Assignments from Absences**

- Make-up work is the responsibility of the student.
- Work assigned prior to the absence is due the day the student returns.
- Major assignments are due on the original due date.

- Work assigned during the student's absence is due no later than the length of time (number of days) of the student's absence.
- Suspended Students: Refer to the "Suspended Students" section for make-up work instructions.
- If a student has prior knowledge of an absence, class work and homework must be turned in prior to the absence unless prior arrangements have been made with the teacher to do so upon return. It is the student's responsibility to make these arrangements with his/her teachers.
- Skipping class constitutes prior knowledge. A student will receive zeroes for all class work, tests, quizzes, or assignments missed. Appropriate consequences will result.
- Major assignments or projects are due on the assigned due date unless there is a documented excused absence for that date.
- Make-up work should be submitted within two weeks of the prior semester's end in order for the class rank to be accurate.

### **Attendance Required for Participation in School Activities**

No student will be permitted to participate in school activities on any day that he/she has been absent from school for more than one-half of the school day.

### **Sign-In/Sign-Out Procedures**

Students arriving after 7:30 AM should go to student services and sign in. Students are required to have their student IDs when signing in or out of school. With the proper state-mandated documentation, parent sign-in, or parent note (limited to two per quarter), the student will be given a pass and sent to class. Appropriate documentation is required if you are late more than twice. After you have used your two tardies, a parent or parent note is NOT considered appropriate documentation.

Any student, who arrives on campus after 7:30 AM and fails to sign in with Student Services before going to class, will receive a discipline consequence.

Students needing to leave campus for appointments during the day must bring a note to the Attendance Office prior to 7:45AM that morning to receive a release pass. The note must contain student name, grade, parent/guardian's name and signature, home phone, work phone, brief explanation of reason, date and time to be released, and parent/guardian signature. Students who are 18 or older cannot sign themselves out without following the above rules. It can be difficult to locate students during lunch or when classes are working in other areas when parents arrive without advance notice.

**Only a note received before school can guarantee a timely release of a student.**

Numerous early dismissals are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. **Every three unexcused early dismissals within a grading period, or every three unexcused tardies, or a combination of both, will count as one unexcused absence.** Please note that 5 unexcused absences in one month or 15 unexcused absences in a 90-day calendar period may result in Truancy Court for the parent/student.

### **Leaving Campus with Parental Permission**

Sign out with parent permission may only be done through the attendance office, clinic, or student services. Once a student leaves campus, he/she may not return that day unless accompanied by a parent or with appropriate documentation. Students may not leave prior to parent permission. If a student leaves campus without permission and the parent calls after the fact, the appropriate consequence will be assigned.

### **Leaving Campus without Parental Permission**

Leaving campus without permission will result in disciplinary consequences, including suspension/revocation of parking privileges.

## **End-of-Day Policy**

Students will not be removed from class for sign out the last 15 minutes before the dismissal bell. Students needing to be released during this time must make prior arrangements in student services.

## **Suspended Students**

Students suspended from school are not allowed to be on campus or attend off-campus school-related activities during the time of their suspension. Additional days of suspension may result, or trespass charges may be filed. It is the responsibility of the student to contact teachers to receive work during the time of the suspension and to arrange for someone to pick up work from school. Students should check Schoology for work. If Schoology is not up to date, email the teacher using the staff directory found on the MHS website. The student can also call the school at 714-7300 and dial the information directory to find a teacher's extension. All make-up work is due the day a student returns from suspension. The student must arrange to take all missed tests/quizzes, or a zero will be posted for those assignments.

Any major assignment or project is due on the original due date. Students must arrange with teachers by the due date on major assignments. Students who participate in extracurricular activities and are suspended for a total of 10 days (cumulative or single incident) in a school year may not be eligible to participate in any extracurricular activities for 180 calendar days.

A student may appeal the 180-day suspension after 90 calendar days. The appeal must be in writing to the principal. The appeal process will take into consideration the student's attendance, grades, discipline, teacher comments, any other pertinent information, and student interview during a parent conference. The suspension from extracurricular activities will not be less than 90 calendar days. Should the suspension from extracurricular activities be changed to a period less than 180 calendar days, the student will be on probation until the conclusion of the 180-calendar day period.

## **Hall Passes**

Students in the halls during classes must carry the appropriate pass. Passes are to be filled out with student name, destination, and time out before the student leaves class. Students are to write the time in upon return to class. If a student is in the hallway without a pass, the student will be sent to the discipline office. Leaving class without teacher permission will result in disciplinary action.

## **Clinic**

The clinic is located in the main office building. Students must have a pass to the clinic.

## **Medication Philosophy:**

Medications for acute (active disease) or contagious illness should not be given in schools. Children should be at home under those conditions. Whenever possible, medication schedules should be arranged, so all medication is given at home. Students may not transport medication to school or be in possession of any medications while on school property (i.e., Aspirin, Tylenol, etc.).

## **Medication Guidelines:**

- Only prescription medication will be administered at school. Over-the-counter or sample medications must be accompanied by a doctor's prescription. Medication must be delivered by a parent or guardian to the school in the container in which it was purchased (dispensed). A parent authorization form must be signed before medication can be administered. Special authorization forms are needed for injectable medications and for medications to be given on field trips. If medication is taken at home and at school, a separate supply must be kept at school. Medication will not be transported between home and school on a daily or weekly basis. Please ask your pharmacist for a second container with a prescription label.

- The label must indicate the student's name, name of the medication, physician's name, dosage amount, and time or frequency.
- If the medication requires equipment for administration (i.e., spoon, cup, dropper, etc.), the parent is responsible for supplying the articles labeled with the student's name.
- New parental authorization forms will be requested yearly or with any change in medication.
- When medication is discontinued or at the end of the school year, medication not taken home by the parent will be destroyed.
- Self-medication: Students who have a history of severe allergic reactions and asthma attacks may self-medicate if they have a written prescription from their physician stating they may self-medicate and carry medication on their person. For the protection of the student, the parent must complete a self-medication form.
- If medications routinely given at home are missed, parents must provide a written request for the health staff to give the missed dose and adjust the time interval for the next dose to be given at school.
- Periodic backpack checks will be conducted throughout the school year.
- These guidelines were developed to meet Florida Statute: 232.46 and School Board Policy 508.01.

### **Delivery of Items to School**

Manatee High School does not accept delivery of any items delivered to the school during regular school hours. These items include, but are not limited to, floral deliveries, books, money, food or drink, clothing, athletic equipment, or uniforms. It is the responsibility of the students to bring everything needed for the school day. As a reminder, students may not use school telephones during school hours unless authorized by an administrator. If permitted, students may only use the phone in the administrative office. Baked goods and balloons are prohibited in classrooms, cafeteria, or any other part of the campus.

## **Assessments/Grades/Graduation**

### **Exams/Assessments**

#### **Exams:**

Each semester, all students will take a comprehensive examination covering the work of that semester. Grades received for the first quarter, the second quarter, and the semester examination will determine the semester average. **According to county policy, no early examinations may be given.**

#### **Assessments:**

#### **ALGEBRA I EOC**

The Algebra I EOC is a graduation requirement given in the spring. There are also opportunities in the summer, fall, and winter to pass the Algebra I EOC.

#### **ACT and SAT**

The SAT and ACT are college entrance exams required for admission into a four-year college, university, and for Bright Futures. Tests are given on various Saturdays throughout the school year. Students may register online at SAT- [www.sat.collegeboard.com](http://www.sat.collegeboard.com) and ACT- [www.actstudent.org](http://www.actstudent.org). It is recommended that students take one or both for the first time by early spring of the junior year.

#### **PSAT**

Freshman, sophomores, and juniors may take the PSAT in October for a minimal fee. Juniors may qualify for the National Merit program.

#### **FSA ASSESSMENT - Reading**

The FSA Assessment Reading is administered to all freshman and sophomores. Student achievement in reading is assessed. For the class of 2017 and thereafter, students must



pass the FSA Assessment Reading or achieve a state-approved concordant score by the spring of their senior year to graduate with a Standard Diploma.

### **FSA ASSESSMENT - Writing**

The 1990 Florida Legislature enacted a law requiring the assessment of student writing proficiency in the 10th grade. Students are required to read, plan, and respond to a topic within a 90-minute time frame. FSA Assessment Writing is assessed within the FSA Reading Assessment.

### **Grade Point Average - GPA**

Grade point average is calculated by assigning points to the letter grades earned each quarter and semester. The cumulative grade point average is calculated on semester grades only. The weighted grade point average assigns an extra point in Honors, AP, and DE courses.

**High Honor Roll** recognizes students with a minimum un-weighted 3.6 or weighted 4.0 quarter GPA. A student who has been on the high honor roll for the first three quarters of the same school year shall be eligible for an academic award.

### **Grades and Grade Points**

MHS uses Focus, an online grade book. Parents/Guardians may access Focus by filling out paperwork that is available online and in Student Services. Grades are based on a five (5) letter system: A, B, C, D, F. Progress reports are issued midway through each quarter. Report cards are issued every nine (9) weeks. Letter grades indicate the following numerical ranges.

**A = 90 - 100    B = 80 - 89    C = 70 - 79    D = 60 – 69    F = 0 – 59**

### **Citizenship**

The quarterly progress report will carry a citizenship mark from each teacher. These indicate the behavior and cooperation of the student as follows:

**1 - Excellent    2 - Satisfactory    3 – Needs to Improve    4 – Unsatisfactory**

### **Graduation Requirements**

Graduation requirements are based on the year a student enters high school. Contact your school counselor or visit the Florida Department of Education website: <http://www.fldoe.org/BII/StudentPro/grad-require.asp> for further information.

Participation in graduation ceremonies is a privilege and an honor. It is not a right. The principal reserves the right to deny to any student the privilege of participation in the commencement exercises if that student has not met the graduation standards. These standards include, but not limited to, fulfilling any unpaid senior debts, attending all mandatory senior events, and not engaging in inappropriate behavior.

Seniors must attain the required number of credits, maintain a minimum unweighted cumulative grade point average of 2.0, and pass the state-mandated assessments to receive a high school diploma. All graduation requirements must be met prior to graduation ceremonies.

### **Diploma Completion**

A **Standard Diploma** is awarded to students who have successfully completed the minimum number of academic credits, including Algebra I and other requirements, as prescribed by the Manatee County School Board and Florida State Legislature.

### **School Counseling**

The school counseling department is in the main office. If you have questions or concerns regarding scheduling, setting up parent conferences, graduation requirements, etc., please contact Student Services at 714-7300, ext. 71943 and ask to be directed to the appropriate counselor.

### **Scholarships**

Scholarships, another form of financial aid, can be categorized into four types:

1. **The State of Florida's Bright Futures Scholarship Program**, which includes the Florida Academic Scholars Award, the Florida Medallion Scholars Award, the

Florida Gold Seal Vocational Scholars Award, and the Gold Seal CAPE Vocational Scholarship.

2. **Scholarships given by local and national organizations** are posted and announced during the school year (most have specific requirements in the areas of GPA, community service, area of study, family heritage, or monetary need). The scholarship list is available on the Manatee website. There are scholarships for students in every grade level.
3. **Scholarships given by organizations nationwide** that can be accessed by the student through either scholarship resource books, web sites, or search engines.
4. **Scholarships available directly from the post-secondary institution** that you will be attending. You should inquire into the availability of these scholarships with the Financial Aid Director or Admissions Counselor. You may also be automatically awarded a school-based scholarship based on your need and/or merit. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) form for additional financial aid opportunities at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in October of the student's senior year in high school.

## **Community Service**

Community service hours that count towards the Bright Futures Scholarship program may be earned starting in the summer before 9th grade. All projects must be preapproved before the project begins. Once approved, students track their hours and submit an evaluation of their project. For an explanation of what counts as community service and the necessary forms, please visit the Parents and Students section of our website and click the community service link. If you have additional questions, please contact the community service coordinator.

## **Florida Bright Futures Scholarship Program**

(Also known as Florida Academic Scholars, Florida Medallion Scholars, Gold Seal Vocational Scholars, and Gold Seal CAPE Vocational). Please visit the Bright Futures website for details:

<http://www.floridastudentfinancialaid.org/SSFAD/bf>

- Lottery-funded scholarship to reward high academic achievement
- Any Florida high school graduate who meets eligibility criteria is eligible
- Can be used at any eligible Florida post-secondary educational institution
- Students have up to 2 years from high school graduation to begin using the scholarship.
- Students may begin to apply by October 1 of their senior year. They have until the last day of their senior year to complete the application and until August to meet Bright Futures requirements.

## **General Eligibility Requirements**

- Be a Florida resident
- Earn standard high school diploma
- Enroll in eligible Florida public or private post-secondary educational institution
- Be enrolled for at least 6 semester hours
- Not be guilty of a felony charge
- It is recommended that students annually complete and submit the free application for Federal Student Aid (FAFSA)
- These are subject to change with each Legislative Session

## **Florida Academic Scholars Requirements**

- 3.5 weighted GPA in 16 credits of college prep academic courses
- 1330 SAT (not including Writing) or 29 ACT (not including Writing)
- 100 hours of community service \*as documented with high school
- see website for details regarding tuition awards

## **Florida Medallion Scholars Award**

- 3.0 weighted GPA in 16 credits of college prep academic courses
- 1210 SAT (not including Writing) or 25 on ACT (not including Writing)

- 75 hours of community service \*as documented with high school.
- see website for details regarding tuition awards

### **Florida Gold Seal Vocational Scholars Award**

- 3.5 unweighted GPA in three credits in one vocational program
- 3.0 weighted GPA in the 16 core credits required for high school graduation
- Earn a 24 in Reading, a 25 in Writing, and a 24 in Math on the SAT or a 17 in English, 19 in Reading, and a 19 in Math on the ACT, or a 106 in Reading, 103 in Writing, and 114 in Math on the PERT. These are subject to change with each Legislative Session
- 30 Hours of Community Service; see website for details regarding tuition award.

### **Florida Gold Seal CAPE Scholars Award**

- Meet the general requirements for Bright Futures
- Earn a minimum of 5 post-secondary credit hours through CAPE industry certification which articulate for college credit
- Complete 30 service hours

### **NCAA Clearinghouse for Athletes**

If you are planning to participate in collegiate athletics at a NCAA Division I or II schools, you will need to complete a NCAA Clearinghouse form at the end of your sophomore year. For more information regarding NCAA Clearinghouse information, please refer to the following website: [www.ncaa.org](http://www.ncaa.org).

#### **ATTENTION:**

Any student receiving educational services outside of Manatee High School (Hospital Homebound, State College of Florida, On-the-Job-Training, Manatee Technical Institute, etc.): school activities and announcements happen regularly. It is your responsibility to check the **school website** or contact school personnel for details.

### **Schedule Change Policy**

The registration process and the development of student schedules occur in the spring, at which time faculty and staff counsel with students. The process includes input from students, parents, teachers, school counselors, and administrators. The master schedule is then built around the registration requests.

Students are expected to honor their commitments and to attend and complete the courses for which they register during the registration period. Requests for schedule changes will be considered for **only** the following reasons:

- If a student has already earned credit in the course.
- If a student has failed to meet the prerequisite for the course.
- If a student is scheduled for too many or not enough classes.
- If there was a clerical error.
- The school administration receives a district or state directive regarding course progression.

## **Civic Concerns**

### **Academic Integrity**

Together with the School District of Manatee County, Manatee High School is committed to fostering a culture of academic integrity. Students, teachers, administration, and parents understand that hard work produces great results.

As a student at Manatee High School, I understand that:

- I learn best when I complete my own work.
- I am responsible for protecting my own work.
- Asking for help when I do not understand how to complete my work is a positive practice.
- It is important to give credit to sources and their authors.
- There are academic and disciplinary consequences for cheating.
- **CHEATING** includes all of the following, **but is not limited to:**

- copying work of others or claiming someone else's work to be mine
- allowing others, including family, friends, or classmates to complete my work
- completing work for someone else
- using archived work from previous terms
- sharing answers, questions, or work, unless specifically instructed to do so by my classroom teacher
- participating in inappropriate testing behavior
- using electronic devices, the Internet, or social media to achieve any of the above
- plagiarizing, whether it is done intentionally or accidentally
- **PLAGIARISM** includes all of the following, **but is not limited to**:
  - copying from sources without directly quoting and properly citing those sources
  - paraphrasing from sources without citing those sources taking ideas from sources without citing those sources

### **Freedom of Expression**

The free expression of student opinion is an important part of education in a democratic society. Student's verbal and written expression of private opinion on school premises is to be encouraged as long as it does not disrupt the educational process or interfere with the rights of others.

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a disruption of the educational process is likely to result or does result from such activity. Disruption includes:

- inability to conduct classes or school activities, or inability to move students to/from class or other activities
- breakdown of student order
- widespread shouting or boisterous conduct
- physical violence, fighting, or harassment of any kind among students
- intimidation, harassment, or other verbal conduct (including swearing, disrespectful or insulting speech to students, teachers, administrators, or school personnel) creating a hostile educational environment
- defamation or untrue statements
- statements that attack ethnic, religious, gender, or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response will result in suspension.
- student participation in a school boycott, sit-in, stand-in, walk-out, or similar activity
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.)
- Official school publications (such as newspaper or yearbook) and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions) are not a private speech of students. Rather, they are public communicative activities of the school, over which the school retains control to the extent permitted by the First Amendment and state statute. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above but also for any other legitimate educational reasons as determined by the school. Students who violate the standards for verbal and written expression shall be subject to corrective action or disciplinary action, up to and including suspension or expulsion.

## Harassment

No one should be subjected to harassment or bullying at school for any reason. It is expected that all students will treat others in ways that convey respect and consideration for individuals, regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age, or disability. Both bullying and harassment are prohibited at school, during school-related activities (whether on or off campus), on the school bus, at school bus stops, and through the use of computers or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through the use of off-campus internet posting, phone calls, or text messaging if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

Such conduct referencing or directed at an individual or group that demeans the person/group based on race, ethnicity, Religion, gender, sexual orientation, creed, age, disability, or other extraneous factors is prohibited and shall be grounds for disciplinary action. Disciplinary action for students guilty of bullying or harassment will be dependent upon, but not limited to, the student's attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student's disciplinary history. Consequences and appropriate remedial action for students who engage in bullying or harassment may range from positive behavioral interventions up to and including suspension, reassignment to an alternative program, and expulsion.

Racial harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, and slurs is prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group based on race or ethnicity is prohibited and shall be grounds for disciplinary action, including suspension and/or expulsion.

Sexual harassment and "sexting" - includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

- sexually suggestive looks or gestures
- sexual jokes, pictures or teasing
- pressure for dates or sex
- sexually demeaning comments in person or online or on social media
- deliberate touching, cornering, or pinching
- attempts to kiss or fondle
- threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

If while under the jurisdiction of the school district you post, send or forward to anyone else a nude or sexually revealing photo of a person through the internet or text message, or if you show such photos to other people, you will be suspended from school and you may be recommended for reassignment or expulsion. You may also be subject to arrest for violation of child pornography laws if the student in the photo is a minor. If you are found to have sent any such images or messages to other members of the school regardless of time or location, you still may be subject to school-based consequences under Florida cyberbullying and harassment laws.

Disciplinary action for students guilty of sexual harassment will be dependent upon, but not limited to, the student's attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student's disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or expulsion. Law enforcement may be contacted. Please refer to the Manatee County Student Code of Conduct for further information.

## Hazing

Students shall not participate or conspire for others to participate in harassing acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing may result in suspension or expulsion.

## Student Associations

### Student Clubs / Activities / Honor Organizations

Clubs/school organizations are established each year based on student interest and the availability of club sponsors. Each club/organization has its own guidelines for acceptance and participation. Students should see the sponsor for details.

Students may form new organizations by having three or more students petition for organization, completing a request for a new club form, finding a staff sponsor, and completing a charter for principal approval. Student participation is encouraged. Involvement in clubs/activities is governed by the athletic policies.

#### **WHITE M**

Recognition of students who consistently perform three out of four quarters at a 3.6 GPA or higher (weighted or un-weighted) and never receive a 3 or 4 in citizenship. See Mrs. Walter for additional information.

#### **HALL OF FAME**

Selection to the Manatee High School Hall of Fame is the highest honor that can be awarded to a student at Manatee High School. A member of the prestigious group should represent the ideal characteristics of a student of this school. These students will be chosen based on their academic achievement, service to Manatee High, willingness to devote their time and efforts to the betterment of Manatee High, and their commitment to the school throughout all 4 years of their high school career.

#### **Qualifications:**

Student must be in the top third of their class.

Student must be a fourth-year senior who has not transferred from another school at any point nor be graduating early as third year senior.

Student must be in at least two activities school related or extracurricular.

Student must submit a resume to Student Council at the appropriate time, be selected by a committee of eight teachers, one being the senior class sponsor and an administrator, and four students, and then be voted upon by the entire student body to represent the school.

### Student Athletics Policies

**A. General Guidelines**-Participation in interscholastic Athletics is a Privilege, not a right.

1. A student on a team should attend every scheduled practice unless an emergency prevents this. The coach should be made aware of the reason for an absence so he/she will not depend on that athlete that day. Failure to notify the coach may result in loss of playing time. Continued unexcused absences from practice may result in dismissal from the team.
2. A student must be in attendance a minimum of a ½ day of school unless documented (doctor's note, field trip, subpoena, etc.) to practice or participate in a contest on that day unless approved by the athletic director or principal.
3. All athletes should present a neat appearance at all school and athletic functions, in accordance with Manatee County School dress code.
4. Parents are responsible for the transportation of students to and from school practice sessions for school-related events, including athletics, unless principal determines transportation will be provided by the school. School personnel will not assist parents in arranging transportation when the school does not provide it.
5. The principal will develop a plan for administrative coverage of home games and key away games.

#### **B. Athletic Eligibility**

1. High school interscholastic contests are governed by the Florida High School Athletic Association (FHSAA). All Manatee County secondary schools maintain membership in this organization and comply with the rules and regulations set forth in the constitution and by-laws. The Manatee County School Board may adopt higher standards.

2. The FHSAA eligibility rules are followed in all cases. These rules will be explained to all athletes prior to the season.
  - No athlete will begin workouts/practice unless they have obtained a Pre-participation physical by a licensed physician, osteopathic physician, licensed chiropractic physician, licensed physician assistant, or certified advanced nurse practitioner. This is for the protection of the athletes as well as for the protection of the athletic trainer and Manatee County School Board.
  - No athlete will begin practice unless they have turned in a completed medical history form signed by a parent or guardian.
  - No athlete will begin practice unless he/she has paid for the supplemental insurance policy as offered through the School Board. This will ensure that each athlete has at least minimum insurance coverage. This policy is a Secondary insurance coverage. Additional School Board coverage is required for football.
  - No athlete will begin workouts/practice unless he/she has signed and turned in the EL2 and EL3 forms:
    - A. Consent and Release from Liability Certificate
    - B. Liability Certificate for Concussion, Cardiac Arrest and Heat Related Illness
3. If a female athlete becomes pregnant, she is to be placed on the disabled list until a physician determines her level of activity. A written recommendation will be returned to the school and kept in the athlete's file. The purpose of this policy is to protect the mother as well as the fetus. It is not the intention of this policy to remove the athlete from her team because of pregnancy.
4. Any high school student not currently attending a public school in the District is eligible to participate in FHSAA activities at a public school if all FHSAA eligibility requirements are met.

### **C. Addressing Questions/Concerns**

If students and/or parents have questions or concerns regarding a specific team, they may do the following:

1. First, meet with the coach to discuss the questions or concerns.
2. Second, meet with the athletic director if you still have questions or concerns.
3. Third, meet with the administrator over athletics if you still have questions or concerns.

### **D. Reporting Injuries**

Athletic Injuries and Care. The coach is responsible for reporting all injuries of team members. The following must be adhered to:

#### **Athlete Responsibilities**

1. Any school-connected injury shall be reported to the coach and trainer.
2. The Accident Report Form must be filed with the athletic trainer.
3. If an individual has any special medical problem, the athletic director must be informed.
4. Should an injury be discovered after the athlete has returned home, the athlete should go to his/her physician and report to their coach and trainer and will need a physician's note of clearance prior to participation.

#### **School Responsibilities**

In case of injury, school personnel should:

1. Administer minor first aid
2. If hospital care is necessary, call an ambulance
3. Notify parents or guardian
4. If unable to contact parents, notify family doctor
5. Accompany injured player to a hospital if a parent is not available
6. Coaches must follow medical staff recommendations concerning student injuries.

#### **E. Athlete Conduct**

1. Tobacco use is forbidden. In addition to school consequences, the following athletic consequences apply. For the 1<sup>st</sup> offense, a one-game suspension will occur. The 2<sup>nd</sup> offense will result in dismissal from the team.

2. An athlete knowingly possessing, using, transferring, or being under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any facsimile regardless of content, **on or off campus**, will be suspended from athletic participation for 180 school days. See section G.3 for specific details.
3. Any action by an athlete that causes embarrassment to the team, athletic department, or school may result in up to a 180 school day athletic suspension. See section G.3 for details.

#### **F. Cut from a Squad**

1. A student who is not selected for a team is eligible to try out for another sport.
2. Students are selected for teams at the discretion of the head coach.

#### **G. Suspension**

1. Any athlete or manager who is suspended from a team or has quit a team is not permitted to try out for another sport while the original sport is still in season. The season is officially over when the team plays its last game of the year, including play-offs.
2. A student suspended from the team may not use any of the department's facilities or equipment until his suspension is officially terminated.
3. Any Student Athlete found to have committed a level 3 or level 4 offense on the School District of Manatee County discipline matrix will be suspended from all interscholastic athletic activities, including practice and competition for 180 calendar days. Please refer to the School District of Manatee County Code of Student Conduct for information pertaining to the 180 day suspension.

#### **H. Quitting a Squad**

If a player quits a team, he/she shall not be permitted to try out for the next season's sport at the same school until the season ends, including play-offs in the initial sport from which the athlete quits—for example, quitting football to try out for basketball.

#### **I. Criminal Offenses**

1. Criminal Offense: After a hearing with the principal, a student charged with a criminal offense may be suspended from extracurricular or co-curricular activities by the school principal until the charge is adjudicated.
2. Adjudication Withheld: A student who has been suspended from extracurricular activities because of a criminal charge may be reinstated at the principal's discretion if adjudication is withheld.
3. Felony: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for any act that would have been felonious in "adult" court will mandate loss of eligibility to participate in any student activity for the duration of the years enrolled in a Manatee County public high school from the time of conviction. After one calendar year following conviction, the student may request a review of his/her eligibility by the principal. Students are expected to self-report any felony arrest to their Principal and Athletic Director within 48 hours of the arrest.
4. Misdemeanors: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for the following misdemeanors (assault or battery, possession of concealed weapons, lewdness or indecent exposure, theft, drug possession/sale) will mandate loss of eligibility to participate in any student activity for six months from the time of conviction. After three calendar months following conviction, the student may request a review of his/her eligibility by the principal.
5. Felony charges may result in your immediate removal from all athletic activities or extracurricular activities.
6. There shall be no team penalty for students charged with crimes, whether a misdemeanor or felony. Sanctions as described herein will be attached only to the individual student.



- J. The FHSAA handbook states in 11.11.3,** "in matters pertaining to personal conduct in which interscholastic competition is not involved, the member school which the student(s) attend shall be the judge as to whether the student(s) may play on its team."
- K. Requirements for Student Athletic Awards** - Student Athletic Awards may be earned at the Varsity, Jr. Varsity or 9<sup>th</sup> Grade level. For specific details, please contact the Athletic Director at 714-7300 #72195.

## **Campus**

### **Supervision of Students While on Campus**

The District's supervisory responsibility of students on school grounds begins 30 minutes before school or before a school-related activity begins and ends 30 minutes after school or after a school-related activity ends. Parents should not rely on additional supervision beyond these times.

### **Cafeteria Rules**

For safety and security purposes, parents/guests are not permitted to eat lunch in the school cafeteria with students. To celebrate special occasions, contact the front office at 714-7300 to make arrangements 24 hours in advance.

Failure to comply with proper behavior may result in disciplinary action, including but not limited to cafeteria clean up, work detail, extra school, ISS, or OSS.

- No food or drinks may be taken outside of the cafeteria at any time.
- No cutting in line or saving a place in line allowed.
- Students must be in line or be seated, not standing and talking.
- Eating outside is a privilege and only in the designated courtyard within the red lines
- Students may pick up only the food/drinks they are purchasing for themselves.
- No passing of food/drinks in the lunch line.
- No throwing of food/drink items.
- Noise must be kept at a conversational level.
- All trays and trash must be removed from tables.
- Any food or drink spilled by a student must be cleaned up by the student.
- Students in ISS will have a choice of menu items and will eat in the ISS room. Their accounts will be charged for meals.

### **Care of School**

A school building is not a school until students occupy it. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors. The respect that students offer to a campus is reflected in its appearance. It is a matter of personal and school pride that each student makes a commitment to help maintain the appearance of our school and grounds. This commitment includes using common sense. Trash belongs in trash cans; food is to be eaten only in designated areas; please use the sidewalks; graffiti has no place on campus; and gum belongs in the trash, not on desks, floors or sidewalks. The furniture and other property at our school is for your use, please do not abuse it. Help save taxpayer's money, including that of your parents, by helping to take care of our school. Take pride in keeping our halls and grounds clean.

## **Media/Technology**

### **Media Center**

1. Students wanting to use the media center should be prepared to read or study.
2. Books may be checked out for a 21-day period. Up to three books may be checked out at a time.
3. You must show a valid MHS ID card to check out a book. Lost cards can be replaced for a fee.
4. A fine of 10 cents per school day per book will be charged for overdue books.

5. Students will be charged for lost or damaged books.
6. No food or drink is allowed in the media center.
7. Students MUST have a student ID to access computers in the media center.
8. The computers in the media center are for research, assignments, and general browsing for enrichment. Students may save files to their server folder or a flash drive. Files saved on the hard drive or the desktop will be deleted. Any misuse of computers is considered inappropriate use of school equipment and will be subject to disciplinary action.

### **Student Debt Collection**

Students are financially responsible for all class, club, or team materials issued to them. They are expected to reimburse the school immediately when they owe money. Teachers will notify students and parents that additional books and equipment will not be issued until the debt is paid. Textbooks are issued to students at the beginning of each course. Periodically, a check on the condition of the books is made. The student must pay for any book that is lost, mutilated, or damaged. Students do not receive diplomas until all textbooks assigned to them have been returned or paid for. If books show abuse, a reasonable charge is assessed. Any book assigned to a student MUST be paid for if lost or stolen. Any student who owes money may not participate in extracurricular activities until the debt is paid. These activities include, but are not limited to: Clubs, sports, band, JROTC, field trips, grad night, prom, graduation ceremonies, etc.

### **Student ID**

Each student is required to have his/her student ID, worn on a lanyard around the student's neck, at all times while on campus. Any student who forgets or loses his/her ID must report to student services to receive a new ID and disciplinary consequence. New ID's and lanyards may be purchased before or after school in student services. Students who do not have an ID will have one printed for them. Students will be charged \$5 to their student account each time they need a new ID. Carrying the ID in a pocket or backpack, possessing/wearing/using another student's ID, defacing an ID photo, and displaying an ID from another school are prohibited actions and are subject to disciplinary action. Each student must and use his/her own student ID to purchase lunch in the school cafeteria and to check out materials from the school media center. Failure to produce a student ID when requested will result in disciplinary action.

### **Technology Policy**

Computers are to be used for instructional purposes. We ask that the following policies be adhered to so that the integrity of the school, the school's network, and the equipment will be maintained.

- Installation of unauthorized software is prohibited. Copyright laws will be strictly enforced and observed.
- Altering, deleting, or installing unauthorized software will result in student suspension.
- Students shall log into the network using their student ID and password unless it is for testing or a teacher-led program. In those cases, they will log in utilizing the appropriate log-in provided by the school staff.
- Students shall not save any work, documents, programs, videos, music, or assignments on school-owned computers/tablets. Students shall save their material to their OneDrive folder or thumb drive.
- Moving, reconfiguring, or tampering with hardware will result in student suspension/expulsion. Tampering includes but is not limited to the following: changing, altering, or deleting any setting, adding or deleting any programs or settings, adding passwords or other lockout devices, maliciously damaging any equipment such as removing keys, defacing hardware or disassembling a mouse, hacking into systems.
- To avoid viruses, any disks or files brought from home and/or off-campus may be subjected to a virus check prior to being viewed on the school's equipment.

- Manatee County's Internet Policies will be strictly enforced when accessing the Internet. Violations of the policies may result in the notification of parent/guardian, denial of Internet use at school, and other disciplinary consequences.

## **Manatee County Network Information Services Guidelines**

The school district is providing access for staff and students to electronic information services such as the Internet. These services provide access to: Electronic mail (email) with the ability to communicate with people all over the world; information and news from many sources; public domain and shareware software of all types; discussion groups on a wide variety of topics; access to many college and university libraries, and the Library of Congress. The benefits for staff and students to such information access are obvious, but there are potential problems. There is the possibility of users finding material that may not be considered to have educational value. District staff will continue to direct learners to appropriate material. However, on a global network, it is impossible to control all materials. The District believes that the valuable information available on this worldwide network far outweighs the potential problems, but parents need to be aware of the situation.

The following guidelines have been established for Manatee County Schools. If any user violates any of these provisions, his or her access to electronic information services may be terminated, and all future access could possibly be denied. Some violations may lead to disciplinary action. Criminal offenses are referred to law enforcement for prosecution under state or federal laws.

- I. Acceptable uses of wide-area computer networks are activities that support learning and teaching in Manatee County.
- II. Unacceptable student uses of wide-area computer networks include:
  - Using network access to alter or destroy information belonging to others
  - Using profanity, obscenity, or other language which may be offensive to another user
  - Copying personal communications to others without the original author's permission
  - Copying software or other copyright-protected material in violation of copyright law
  - Using the network for private business purposes
  - Using the network for any illegal activity
  - Spreading computer "viruses" deliberately or by importing files from unknown sources
- III. The person who has a network account is responsible for its proper use.
- IV. The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The school district does have the right to review the contents of all email created and stored on school district equipment using email systems operated by school district staff. If you have any questions about these guidelines, please contact your school.

## **Code of Responsible Computing**

**Respect for Privacy** - I will respect other's rights to privacy. I will only access, look in, or use another individual, organization, or company's information on a computer or through telecommunications if I have the permission of the individual, organization or company who owns the information.

**Respect for Property** - I will respect other's property. I will only make changes to or delete computer programs, files, or information that belong to others if I have been given permission to do so by the person, organization or company who owns the program, file, or information.

**Respect for Ownership** - I will respect other's rights to ownership and to earning a living for their work. I will only use computer software, files, or information which I own or which I have been given permission to borrow or use. I will only use software programs

that have been paid for or are in the public domain. I will only make a backup copy of computer programs I have purchased or written and will only use it if my original program is damaged. I will only make copies of computer files and information that I own, have created, or have permission to use. I will only sell computer programs or information, which I have created or have been authorized to sell by the author. I will pay the developer or publisher for any shareware programs I decide to use.

**Respect for Others and the Law** - I will only use computers, software, and related technologies for purposes that are beneficial to others, that are not harmful (physically, emotionally, psychologically, financially, or otherwise) to others or others' property, and that are within the law. Computer Learning Foundation™, permission to reprint granted 3/17/00: [www.computerlearning.org](http://www.computerlearning.org)

### **Communication/Electronic Devices**

Students may only use electronic devices during lunch within the cafeteria and outside eating area. **Students may not talk on the phone, take pictures, or record videos during school hours. Students are not permitted to use headphones, earbuds, or any devices that project audible sound.** Electronic devices may be used in classrooms only when directed by the classroom teacher. Your phone, earbuds, headphones, and/or speaker will be confiscated and taken to student services if you do not abide by these rules.

Students are prohibited from electronically recording teachers or classes without the written permission of an administrator or designee. Any violation of the policy regarding electronic items gives school officials reasonable suspicion to conduct a search of the contents of the electronic item. During testing administration, if a student is found with an electronic device that reproduces, transmits, calculates, or records (for example, a cell phone, smartwatch, camera, or tablet) in a pocket, at his/her desk, or within reach during testing, that student's test will be invalidated. In addition, the device will be confiscated, and the student will be disciplined.

### **Bring Your Own Device (BYOD) Policy:**

The goal of BYOD programs is to expand opportunities for 21<sup>st</sup> Century learning. However, using personally owned devices at school is a privilege, not a right and may only be used for learning purposes at the discretion of the classroom teacher. This privilege may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

#### **Devices Permitted:**

The following devices, though currently permitted, may be prohibited at the discretion of the school administration.

- Laptops, Smart Watches, netbooks, Chromebooks
- Tablets (iPad, Xoom, Galaxy, Surface, etc.)
- eReader/Tablets – (Kindle, Nooks, etc.)
- Internet Accessible Cell Phones (iPhone, Android, Windows-based Smart Phones, etc.)
- Google glass is a prohibited device.

#### **Rules and Conditions:**

The following rules and conditions are specific to Manatee's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct and Technology AUP. Parents will be able to retrieve confiscated devices **after 2:25 PM** on or after the day the device is confiscated.

#### **Where/When/Storage:**

1. Students may only use their device in the classroom when instructed to do so by their teacher.
2. Students may not use their device in common areas (hallways, bathrooms, locker rooms, etc.) unless specifically instructed to do so by a teacher or school administrator.
3. Students may only use electronic devices in the library/media center with the permission of the media specialist. If the sound is required, headphones must be used.

4. Students should not ask teachers or staff to 'hold onto' or store their device.
5. Administrators/Staff should not be asked to retrieve devices left in school.

#### **Network/Internet Access/Electrical:**

1. Students should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students found to be visiting websites that are blocked by the District's filter.
2. Personal devices may only connect to the school's guest network. Although some devices may not be able to connect to the guest network, the school will not alter network settings to allow such devices to connect.
3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of the wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all students connecting to the wireless network.
4. Students should bring devices fully charged to the school. Access to electrical outlets or computers for charging is **not permitted**.
5. Students will not have access to network printers using their own devices. The Media Center has printers that are accessed through District issued computers.

#### **Theft/Loss /Damage/Troubleshoot/Inspection:**

1. The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
2. The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
4. School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

#### **Telephones**

Students are not to use telephones in the classrooms. If a student has an emergency that requires a phone during the school day, the student should report to student services. Phones are available for student use before school and after school in the front office.

**Cell phone use during the school day is prohibited—except for learning in conjunction with a teacher-approved Bring Your Own Device (BYOD) activity—and will result in confiscation and a disciplinary consequence.**

## **Student Transportation**

### **Bus Transportation**

**All questions regarding bus scheduling, bus stops /routes, and late busses should be directed to the transportation department at 782-1287.** The School Board believes you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. You may be disciplined for any action on the bus or at the bus stop when the bus is present if you are subject to discipline for the same offense if it had happened at school. You should assume that you are being recorded any time you are riding a school bus. Manatee High School supports all bus drivers in their attempt to maintain a safe environment on the school bus. Any referral from a school bus driver will be processed according to the Manatee County School District Code of Student Conduct.

## Bus Discipline Protocol

**First Offense:** Operator/student conference and parent contacted by Courtesy Notice prepared by operator. Student reassigned to the front of the bus for one week and closely monitored.

**Second Offense:** Referral submitted 1-day bus suspension. Upon return to the bus, student reassigned to the front of the bus for two weeks and closely monitored.

**Third Offense:** Referral submitted 3-day bus suspension. Upon return to the bus, student reassigned to the front of the bus for two weeks and closely monitored.

**Fourth Offense:** Referral submitted 5-day bus suspension. Conference with a parent, student, school administrator, and Transportation Staff. Upon return to the bus, the student reassigned to the front of the bus for two weeks and closely monitored.

**Fifth Offense:** Referral submitted, up to 10-day bus suspension. Letter from school to parent stating next referral will result in removal from the bus for the remainder of the year.

## Parking Lot Policy

The Manatee County School Board provides transportation for all students outside a two-mile radius from the school. Therefore, student parking at MHS is a Privilege and not a right. Parking space(s) are extremely limited.

### Qualifications for parking on school grounds:

1. Valid operator's driver license (NO LEARNERS PERMIT)
2. Current vehicle registration
3. Current insurance card
4. No outstanding debt

## Driving - Discipline Consequences

Driving to school is a privilege, not a right. Students are expected to adhere to all safety and driving rules. Students permitted to drive onto school grounds will do so in a responsible and mature manner. Students will have their driving privileges suspended or revoked permanently for the following offenses:

- **Excessive Tardies** – Any student driver, who receives five (5) first period tardies, in a nine (9) week period, will have his/her driving privileges suspended for forty-five (45) consecutive school days. Buses arrive on time, and those students who cannot drive or ride the bus must find alternative transportation.
- **Skiping** - Any student driver who skips class by driving off-campus without permission three (3) or more times in a nine-week period will have his/her driving privileges suspended for forty-five (45) consecutive school days.
- **Leaving campus with unauthorized students** - Any student driver who takes a student who is unauthorized to leave will have his/her driving privileges suspended for forty-five (45) consecutive school days.
- **Reckless driving** – Any student driver who fails to obey school rules, state laws or who creates unsafe driving conditions on campus will have their driving privileges suspended for (45) consecutive school days.
- **Hang Tag** - A student's parking permit (mirror hangtag) will be returned to that student after suspension from school has been served. A lost permit can be obtained at its original price.
- **Parking without a Permit:** 1<sup>st</sup> Offense: Booted and \$15.00 fine, 2<sup>nd</sup> Offense: Booted and \$25.00 fine, 3<sup>rd</sup> Offense: Towed at owner's expense.

# Discipline

## Dress Code

You are expected to dress appropriately for school and for the business of learning with proper attention given to personal cleanliness, grooming, and neatness. If your personal attire or grooming disrupts educational activities and processes of the school or is a potential safety hazard, you will be required to make the necessary alterations to such

attire or grooming before entering the classroom or you may be assigned to In-School Suspension (ISS). If you fail to meet the minimum acceptable standards of cleanliness, neatness, proper fit, safety, and decency as determined by the principal or designee and as specified in the District Code of Student Conduct, you will be subject to appropriate disciplinary measures. As per FS 1006.07(2)(d)(1), you are additionally prohibited "from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment."

Apparel that violates this dress code will result in your removal from the regular school environment until acceptable apparel may be secured. Students who violate the District's dress code policy will be subject to the following consequences in addition to other appropriate administrative action:

- a. First offense: the student shall be given a documented warning and given an opportunity to correct the area that is out of compliance.
- b. Second and third offense: the student will receive a detention (2nd) or 1 Day of ISS (3rd) and is ineligible to participate in any applicable extracurricular activity for a period of time not to exceed 5 days, and the school principal or designee shall meet with the student's parent or guardian.
- c. Fourth offense: the student shall receive an ISS pursuant to s. 1003.01(5) for a period not to exceed 3 days. The student is ineligible to participate in any extracurricular activities for a period not to exceed 30 days. The school principal or designee will call the student's parent/guardian and ineligibility to participate in extracurricular activities.

The school principal or designee will be the final judge about whether your clothing is appropriate for school, creates a climate that is disruptive to learning, or is a potential safety hazard. Principals, faculty, and staff members will enforce the dress code. Individual schools may have additional requirements if supported by a majority of School Advisory Council (SAC) members and if parents are notified in writing of the changes.

**The following clothing MAY be worn:**

- a. Pants, jeans, and shorts that are reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down), and fastened at waist. Spandex-type trouser or shorts are not appropriate. All undergarments must be covered.
- b. Dresses that cover the entire back are not cut low in front and are reasonable and appropriate in length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated).
- c. Skirts that are a reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down), and fastened at the waist.
- d. Tank tops or muscle shirts are allowed only with an over shirt or an undershirt with sleeves. Blouses and tops must cover the entire front and back (cannot be low-cut) and be long enough to tuck inside the waistband. All undergarments must be covered. No sheer (see-through) shirts are to be worn unless tank tops with at least two-inch straps are worn underneath. Net shirts must have an undershirt or a buttoned overshirt.
- e. Tunics worn over slacks are permissible.
- f. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- g. Warm-ups that fit properly and are in good condition.
- h. Form-fitting or excessively tight-fitting skirts, shorts, and pants (to include leggings, jeggings, or clothing made from materials such as spandex or Lycra) must have an over garment, which extends down to your fingertips as your hands are extended to your side.
- i. Shirts. (Shirttail length should not be longer than the tip of your fingertips as your hands are extended at your side.)

**All Students – The following apparel or items are NOT allowed at school:**

- a. Sunglasses\*
- b. Hats, visors, bandanas or other head apparel\*
- c. Visible pierced body jewelry that has the potential to cause injury or be considered a safety risk, or cause disruption to the learning environment
- d. Gang-related tattoos or inappropriate tattoos, as determined by the principal
- e. Cutoff pants, shorts, or skirts
- f. Clothing that exposes the midriff
- g. Spaghetti straps or strapless dresses or tops
- h. Unbuckled belts
- i. Ill-fitting sweatpants or warm-ups
- j. Suspenders hanging down – including overalls
- k. Clothing that advertises alcoholic beverages, tobacco, drugs, or has questionable language or artwork
- l. Known gang-related symbols
- m. Spandex-type dresses
- n. Beachwear
- o. Pajamas or other sleepwear
- p. Any clothing, accessories, jewelry, or hairstyles that may incorporate obscene or drug-related phrases or be considered disruptive to the learning environment.
- q. Any clothing, accessories, or items that portray symbols or images that may be considered disruptive to the learning environment
- r. Clothing with frays, holes, cuts, or slits above the knee (using the fingertip rule) that expose skin.
- s. Gym shorts or soccer shorts that are NOT proper length
- u. Glass containers of any kind
- v. Skateboards
- w. Hover boards
- x. Any clothing or jewelry that can be used as a weapon
- y. Aerosol sprays of any kind

**\*May** be worn during outdoor classes (such as physical education, construction, and agriculture), field trips, and during elementary recess. Sunglasses must be put away and kept out of sight during the rest of the school day. The school is not responsible for lost, damaged, or stolen items.

**NOTE:** Individual schools, with approval of the School Advisory Council, may develop additional dress code requirements that will be communicated to you and your parents in a variety of ways. Individual schools may establish a mandatory uniform policy if all conditions under the school uniform rule are met. An individual school may be granted an exemption by the Superintendent from any provision of the dress code if requested by the principal and approved by a majority of the School Advisory Council members. Parents will be notified in writing of any approved exemption.



## **Discipline Code – Refer to discipline matrix**

**All students must comply with the Manatee County Student Code of Conduct, issued by the School Board.** Manatee High School expects all students to come to school and learn in a safe school environment. The staff will make every effort to work with students to accomplish this goal. Student discipline will be fair and consistent given the breach of conduct. Parent contact will be made at every opportunity to assist with any problems that may occur.

### **Misconduct That Requires Specific Consequences**

Acts that require specific consequences include the following:

- Bullying or Harassment
- Possession or Use of Tobacco Products
- Possession or Use of Illegal Drugs or Alcoholic Beverages
- Bombs and Bomb Threats
- Chemical or Biological Attacks or Threats
- Dating Violence and Abuse
- Possession of Guns, Weapons, or Dangerous Objects
- Violent Acts Resulting in Serious Injury
- Sexting
- Making False Accusations or Reports
- Felony Charges and Convictions
- Felony Arrests

### **Investigations at School**

#### **1. Administrative**

If you are suspected of violating the District Code of Student Conduct, school officials can question you without first contacting your parent. **You do not have the right to have your parent present or the right to an attorney during questioning.**

#### **2. Criminal**

If you are a suspect in a criminal police investigation that may result in your being arrested and/or charged with a crime, an administrator will try to contact your parent before police begin questioning you. If a parent cannot be located, the police may proceed with questioning. If your parent is contacted, the police may allow your parent to be present during your questioning.

#### **3. Victim or Witness**

If you are a victim or a witness, the police or administrative investigators are allowed to question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview.

#### **4. Removal of Student from School Property**

If you are a witness, the police cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without an arrest warrant, the officer can remove you without your parents' consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.

#### **5. Searches and Seizures**

Your locker, vehicle, purse, backpack, and other personal possessions can be searched if there is a reasonable suspicion any of them contain drugs, weapons, contraband or other items not permitted on campus. **Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school.** Routine checks by the dogs are not considered a search by law. They are safety precautions to help provide you a safe school in which to learn.

#### **6. Confiscated Items**

Prohibited items brought to school, including but not limited to: E Cigarettes, Lighters, Inappropriate Clothing or Jewelry, and Contraband will be confiscated and will be returned to a parent or guardian at the principal's discretion. Items deemed returnable must be picked up by July 1<sup>st</sup>. Items that may be part of a legal investigation will be returned per Sheriff's Office Policy.

## Discipline Consequences

Consequences for disciplinary infractions will be assigned in accordance with the Manatee School District Student Code of Conduct and the MHS Discipline Matrix found in this handbook. Consequences are defined as follows:

- **Administrative Warning** - The student is not to be excused during any class period and should obey all rules and regulations. Further infractions will lead to suspension. The student is ineligible for field trips and driving/parking privileges may be suspended for the duration of any administrative warning. While on administrative warning, a student may lose their eligibility to participate in extracurricular activities.
- **Counsel & Warn (C&W)** – A discussion with the student explaining the infraction and what the consequence will be if the infraction occurs again.
- **Parent Pick Up (P/U)** – Applies to electronic devices and prohibited dress items such as hats. Parents may pick up unauthorized materials in student services after 2:25 on or after the day of confiscation. Early pickups are not allowed.
- **Lunch Detention (LUN DET)** – The student eats lunch at a separate table in the cafeteria and is not allowed to talk or interact with other students.
- **After School Detention (PM DET)** – After school detentions are served from 2:30-3:00 on Tuesday and Thursday in the school cafeteria. Students are expected to bring schoolwork. The school uses a two-part notification procedure when detentions are assigned. First, students receive a white card listing the date, time, and reason for the detention. Second, a courtesy phone call is made to the primary contact number listed in Focus the night before the detention to remind parents of the upcoming detention. It is the parent's responsibility to ensure changes in contact information are updated in Focus. Detentions may be rescheduled with a parent note submitted before 12:00 on the day of the detention.
- **Extra School (EX SCH)** – Extra school is served on Wednesday afternoon for 1 hour in the school cafeteria. Students are expected to bring school work. Refer to after school detention (above) for information regarding notification. Extra school may be rescheduled with a parent note submitted before 12:00 on the day of the extra school. Failure to serve Extra School will result in additional consequences.
- **Work Detail (WD)** – The student is assigned to a custodian from 2:30-3:30 on Tuesdays and/or Thursdays and is expected to help in campus beautification efforts.
- **In School Suspension (ISS)**- The student reports to ISS to complete their schoolwork without following their regular bell schedule. Students are responsible for checking teacher websites and emailing teachers for any work missed while in ISS. Students are required to submit any work missed while in ISS.
- **Out of School Suspension (OSS)** – Students who are suspended out of school are not allowed on any Manatee County campus for any reason during their suspension. Students are responsible for checking teacher websites and emailing teachers for any work they miss while on OSS. Students are required to turn in any work missed while on OSS.
- **Restitution Required (\$)** – The student is required to monetarily or materially compensate the District, school, or individual for any damaged, stolen, or vandalized property.
- **Reassignment / Expulsion (EXP)** – Students who commit a severe breach of conduct or are guilty of continuing misconduct may be suspended for up to 10 days and recommend to the Superintendent or designee for reassignment to another school or program. A student may be expelled by the School Board for the remainder of a school term or one school year and one additional year of attendance.

## Discipline Matrix

The consequences below are guidelines and may escalate depending on the nature of the circumstances and/or student's discipline record.

LEVEL I OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH
Skipping in lunch line (HP)	WARN/SEND TO END OF LINE	SEND TO END OF LINE /DOCUMENT	WK DETAIL+ SEND TO END OF LINE	EX SCH + SEND TO END OF LINE	1 ISS + SEND TO END OF LINE
Dress Code (DC)	WARN (IC or CHANGE CLOTHES)	DET	1 DAYS ISS+ P.C.	2 DAYS ISS	3 DAYS ISS
Failure to wear ID properly (ID)	WARN	DET	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Defaced ID (ID)	DET /NEW ID	EX SCHOOL	1 DAY ISS	2 DAYS ISS	4 DAYS ISS
Gum Chewing (HP)	WARN	WK DETAIL	EX SCHOOL	1 DAY ISS	2 DAYS ISS
Horseplay (HP)	DET	EX SCHOOL	1 DAY ISS	2 DAYS OSS	3 DAYS OSS
Inappropriate comments (DO)	EX SCHOOL	2 DAYS ISS	2 DAYS OSS + P.C.	4 DAYS ISS	6 DAYS ISS
Inappropriate use of school equipment /elevator (IN)	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Leaving lunch refuse (IN)	WK DETAIL	2 WK DETAIL	4 WK DETAIL+ P.C.	EX SCHOOL	1 DAY ISS
Littering on campus (IN)	WK DETAIL	2 WK DETAIL	4 WK DETAIL	EX SCHOOL	1 DAY ISS
Food out of Area (IN)	WK DETAIL	2 WK DETAIL	4 WK DETAIL	EX SCHOOL	1 DAY ISS
Out of area (AT)	DET	EX SCHOOL	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Inappropriate use of a cell phone/electronics (TE)	CONFISCATE/WARN	CONFISCATE/DET	CONFISCATE/EX SCHOOL + PARENT P.U.	1 DAY ISS/ PARENT P.U. + P.C.	2 DAYS ISS/ PARENT P.U.
Public display of affection (IN)	CALL PARENT/WARN	EX SCHOOL	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS
Spitting (IN)	WARN	DET	EX SCHOOL	2 DAYS ISS	4 DAYS ISS
Tardy (TA)	DET	DET	DET P.C	EX SCHOOL	1 DAY ISS
Throwing object/Food (IN)	DET	EX SCHOOL	1 DAY ISS	2 DAYS OSS	3 DAYS OSS
Multiple Level I offenses	SEE OFFENSE	SEE OFFENSE	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS
LEVEL II OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
Cheating/ Plagiarism (CH)	0 ON WORK/ P.C.+ EX SCHOOL	0 ON WORK/ 1 DAY ISS	0 ON WORK/ 1-2 DAYS ISS + P.C.	0 ON WORK/ 3-4 DAYS ISS	0 ON WORK/ 5+ DAYS ISS
Class disruption (DB)	DET	EX SCHOOL	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Computer Inappropriate use (TE)	DET	EX SCHOOL	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Computer/Technology tampering (TE)	2 DAYS OSS	5 DAYS OSS	10 DAYS OSS	EXPULSION	
Contraband (CO)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Defiance of authority (DF)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	
Destruction of School Property (VN)	5 DAYS OSS	10 DAYS OSS			
Disrespect to a staff member (DA)	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Disruption in detention (DB)	WK DETAIL	EX SCHOOL	4 DAYS OSS	6 DAYS OSS	
Disruption in time out (DB)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	
Failure to cooperate with investigation (DF)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Failure to follow instructions (DA)*	WK DETAIL	EX SCHOOL	1 DAY ISS	2 DAYS ISS	
Failure to identify self to staff (DF)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	

Failure to report to location (DF)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	
Failure to serve detention (FS)*	EX SCHOOL	2 DAYS ISS	4 DAYS OSS	6 DAYS OSS	
Failure to serve Extra School (FS)*	1 DAY OSS	2 DAYS OSS	4 DAYS OSS	8 DAYS OSS	
Failure to serve work detail (FS)*	1 DAY OSS	2 DAYS OSS	4 DAYS OSS	8 DAYS OSS	
Failure to sign in/out (AT)	1 DAY ISS	2 DAYS ISS	4 DAYS ISS	6 DAYS ISS	8 DAYS ISS
Using another students ID (ID)	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Loaning ID to another student (ID)	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Forgery/altering of a school document (IN)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Found in opposite sex area (IN)	5 DAYS OSS	10 DAYS OSS	10 DAYS OSS/ EXPULSION		
Gang related activity (GN)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Harass/Bullying (BL/HA)	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS	10 DAYS OSS
Horseplay resulting in injury (IN)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Inappropriate gestures to students (DO)	WK DETAIL	EX SCHOOL	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS
Inappropriate Behavior	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS2
Inappropriate gestures to staff member (DA)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Intimidation/Threat (HA/BL)	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS	10 DAYS OSS/EXPULSION
Left campus w/o permission (LC)	1 DAY ISS	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS
Driver- left campus w/o permission (LC)	SUSP PARK PERMIT 4-6 WEEKS	REVOKE PARK PERMIT			
Lying to staff member (DA)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Possession of tobacco products/smoking ☒ SESIR (TBC/EC)	2 DAYS ISS + P.C.	2 DAYS OSS + CITATION + P.C.	4 DAYS OSS + CITATION + P.C.	6 DAYS OSS + CITATION + P.C.	8 DAYS OSS CITATION + P.C.
Possession of unauthorized materials (CO)	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Profanity (DO)	1 DAY ISS	1 DAYS ISS	2 DAYS ISS	3-4 DAYS ISS	2 DAYS OSS
Profanity directed toward staff (DA)	2 DAYSS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Racial slur/offensive (HA/BL)	2 DAYS OSS + P.C.	4 DAYS OSS + CONTRACT	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Skipping one class (AT)	1 DAY ISS	2 DAYS ISS	3 DAYS ISS + PC	4 DAYS ISS	5 DAYS ISS
Skipping more than one class (AT)	2 DAYS ISS	4 DAYS ISS + PC	6 DAYS ISS.	8 DAYS ISS	10 DAYS ISS
Theft < \$300 (TF)	1 DAY ISS + RESTITUTION	2 DAYS OSS + RESTITUTION	4 DAYS OSS + RESTITUTION	6 DAYS OSS + RESTITUTION	8 DAYS OSS + RESTITUTION
Trespassing-school property or function ☒ (IN)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Two or more students in a bathroom stall (IN)	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Endangerment (EN)	5 DAYS OSS	10 DAYS OSS	10 DAYS OSS/ EXPULSION		
Verbal Assault (AN)	1 DAY OSS	2-3 DAYS OSS + P.C.	5 DAYS OSS	10 DAYS OSS + REC. ALT PLC	

Violation of Admin Warning (DF)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Multiple Level II offenses	SEE OFFENSE	SEE OFFENSE	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
<b>LEVEL III OFFENSES</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Aggression	2 DAYS OSS	4 DAYS OSS + P.C.	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Alcohol selling (ALC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Alcohol use or possession (ALC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Tampering w/ safety equipment/ apparatus (DOC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION	10 DAYS OSS/ EXPULSION		
Disorderly conduct (req. SRO) (DOC)	5 DAYS OSS	10 DAYS OSS	10 DAYS OSS/ EXPULSION		
Extortion (TRE)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Fighting (FIT)	7 DAYS OSS	10 DAYS OSS/ EXPULSION			
Gambling (IN)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Inappropriate behavior /Instigating (IN)	1-2 DAYS OSS	3-4 DAYS OSS	5-6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Intent to possess an illegal substance ((IN)	10 DAYS OSS	10 DAYS OSS	10 DAYS OSS/ EXPULSION		
Intent to sell an illegal substance (IN)	10 DAYS OSS	EXPULSION			
Intimidation/Threat of staff (TRE)	10 DAYS OSS	EXPULSION			
Possession of drug paraphernalia (DRU)	10 DAYS OSS	10 DAYS OSS/EXPULSION			
Possession/use of fireworks	10 DAYS OSS	10 DAYS OSS	EXPULSION		
Sexting/Possession of pornography (XSC/OS)	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Possession of a weapon (WPO)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Possession of illegal substance (DRU/OME)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Use of pepper spray/mace (WPO)	See use of weapon	See use of weapon			
Possession of stolen property (STL)	See theft>\$300	See theft>\$300			
Sale of illegal substance (DRD)	10 DAYS OSS/ EXPULSION				
Sexual harassment of staff member (SXH)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Sexual harassment of student (SXH)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Sexual misconduct (SXO)	10 DAYS OSS/ POSSIBLE EXP	10 DAYS OSS/ EXPULSION			
Theft > \$300-school or personal property (STL)	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS	6 DAYS OSS	10 DAYS OSS/ EXPULSION
Under the influence drugs/alcohol (DRU/ALC)	10 DAYS OSS/SAFE PGM	10 DAYS OSS/ EXPULSION			
Vandalism < \$1000 (VN)	5 DAYS OSS + RESTITUTION	10 DAYS OSS/ + RESTITUTION EXPULSION			
Multiple Level III offenses	SEE OFFENSE	SEE OFFENSE	10 DAYS OSS/ EXPULSION		

LEVEL IV OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH
Alcohol use or possession-repeated (ALC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Arson (ARS)	10 DAYS OSS/ EXPULSION	EXPULSION			
Battery-physical attack/harm (BAT/PHA)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Bomb Threat (DOC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Burglary (BRK)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Criminal Street Gang Activity-repeated (OMC)	10 DAYS OSS/ EXPULSION				
Cyber Attack-introducing tools or programs into Network Server (OMC)	10 DAYS OSS/ EXPULSION				
Drugs-repeated- prescription drugs (DRU)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Homicide (HOM)	10 DAYS OSS/ EXPULSION				
Illegal Drugs- distribution (DRD)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
False Accusation- Teacher or School Board Employee (OMC)	10 DAYS OSS/ EXPULSION				
Fighting-Injury or Weapon and requires restraint (FIT)	10 DAYS OSS/ EXPULSION				
Firearms (WPO)	10 DAYS OSS/ EXPULSION				
Force against school employee (BAT)	10 DAYS OSS/ EXPULSION				
Hazing (HAZ)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Inciting/participating in a major student disruption (DOC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Other Major Misconduct (OMC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Repeated Misconduct of Level III Infraction (OMC)	10 DAYS OSS	10 DAYS OSS/ EXPULSION			
Sexual Battery (SXB)	10 DAYS OSS/ EXPULSION				
Sexual Offenses-sexual contact, lewd behavior of more serious nature (SXO)	10 DAYS OSS/ EXPULSION				
Victimization/Extortion-threats/intimidation of more serious nature (TRE)	10 DAYS OSS/ EXPULSION				
Vandalism > \$1000 (VAN)	10 DAYS OSS/ EXPULSION				

KEY			
<b>EX SCH</b>	Extra School	<b>CONTACT</b>	Parent Contact
<b>OSS</b>	Out of School Suspension	<b>PARENT P/U</b>	Parent Pick-Up
<b>ISS</b>	In School Suspension	<b>COUNSEL</b>	Counsel and Warn
<b>☰</b>	SRO Involvement	<b>LUN DET</b>	Lunch Detention
<b>\$</b>	Restitution Required	<b>PM DET</b>	After School Detention
<b>EXP</b>	Expulsion		